## Bracebridge Heath Parish Council - Data Map

			Category of		Where and how is the data	What security measures do		Lawful basis	
nformation type	Document name	Type of data held	individual	Where does the data go?	stored?	you use?	Processing purpose	processing data	Minimum Retention period
ervices		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				700.000		processing series	
lotment register	Master Allotment Register	Name, address	Tenant	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	Indefinite
lotment tenancy	Waster Allothieric Register	Nume, address	renane	Office staff / intended	Taristi coarien sharepoine	1 Wo lactor addictication	ivianagement	Contract	macmite
greements	Tenancy agreements	Name, address	Tenant	recipient	Parish Council Sharepoint	Two factor authentication	Management	Contract	Indefinite
greements	Teriancy agreements	Name, address, email	renant	Office staff / intended	r arisii couricii Sharepoint	Two factor admendication	ivianagement	Contract	muemme
llotment Correspondence	Notice of termination	address	Tenant	recipient	Parish Council Sharepoint	Two factor authentication	Managament	Contract	Indefinite
iotinent correspondence	Notice of termination	Name, address, email	renant	recipient	Paristi Councii Sharepoint	Two factor authentication	Management	Contract	Until there is no longer an
1-4	All store and contains a list	1 '	Danisland.	Office staff	Bariah Carraril Sharararint	T fastan anthantian		Ctt	
lotment Waiting list	Allotment waiting list	address	Resident	Office Staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	administrative requirement
		Customer name, address, email address / invoices to		Office staff/intended					Until there is no longer on
/ E I .		1		· ·					Until there is no longer an
vilion / Facility hire	Hallmaster online	individuals	Hirers	recipient	Parish Council Sharepoint	Password protected	Management	Consent / contract	administrative requirement
		Records of accidents,	hirers, employees,	Office Staff, intended					
cident records	Accident records	names, address	volunteers	recipient	Parish council sharepoint	Two factor authentication	Health and Safety	Legal obligation	3 years
mplaints, correspondence	, official requests							T	
									L
nail / letter	Various letters and emails from and to	Names, address, email		Clerk/ Council/intended					Until there is no longer an
rrespondence	residents or members of the public	address	Members of public	recipient	Parish Council Sharepoint	Two factor authentication	Management	Public task	administrative requirement
	Various documents/reports/correspondence /								
ighbourhood Plan	minutes in relation to the Neighbourhood Plan	Name, address, email	Representatives from						
ering Group Information	Steering Group	address	the group/residents	Office staff/Council	Parish Council Sharepoint	Two factor authentication	Management	Public Task	N/A
rrespondence/Legal	Various documents/correspondence regarding	Name, address, email	Employee/Trustee/C						Until there is no longer an
cuments	the Village Hall	address	ommittee members	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Contract	administrative requirement
					·		- U		
nail / letter				Office staff/intended					Until there is no longer an
respondence	Annual Parish Meeting letters 2020 and 2021	Name, address	Local groups	recipient	Parish Council Sharepoint	Two factor authentication	Public interest	Public task	administrative requirement
	Various emails/correspondence/ICO	Names, address, email							Until there is no longer an
ficial requests	paperwork/SAR requests / log of requests	address	resident	Clerk/Council	Parish Council Sharepoint	Two factor authentication	Management	Public task	administrative requirement
				Office staff / Council /					
eighbourhood Plan sub-			Resident /	Neighbourhood Plan Sub-					Until there is no longer an
mmittee	Correspondence	Name, email address	councillors	committee members	Dropbox	Password protection	Management	Public task	administrative requirement
ctoral register									
									Until there is no longer an
ctoral register	BBH Full register 2020	Resident name address	Residents	Clerk	Parish Council Sharepoint	Two factor authentication	Public interest	Public task	administrative requirement
ancial									
		Contractor / beneficiary	Contractor, tenant,	Clerk / Council (as					
		details - name, address,	hirer, employees,	required) / Council's bank			Management /		
ance	Sage records	bank accountinformation	other payees	to make payments	Parish Council Sharepoint	Two factor authentication	financial	Legal obligation	7 years (financial information)
unicc	Juge records	Sank accountiniormation	other payees	to make payments	Tarish Council Sharepolit	1 WO Tactor authentication	manciai	LCBUI ODIIGALIOII	Until there is no longer an
ance	Purchase Orders	Names,address,email	Contractor	Office Staff	Parish Council Sharepoint	Two factor authentication	Management	Legal obligation	administrative requirement
ance	ruicilase Ofuers	ivanies, duuress, eniall	CONTRACTO		· · · · · · · · · · · · · · · · · · ·	I wo lactor authentication	Management		auministrative requirement
	l ,	L	. ,	Office staff/intended	Parish Council Sharepoint /		l.,	Legal obligation /	L_
ance	Invoices (sales and purchase)	Names,address,email	Customer / supplier	recipient	filing cabinet	Two factor authentication	Management	Contract	7 years
			L	Office staff/intended	Parish Council Sharepoint /	L	l		_
ance	Audit documents	Name,address	Employee/ Councillor	recipient	filing cabinet	Two factor authentication	Legal requirements	Legal obligation	7 years

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Information type	Document name	Type of data held	individual	Where does the data go?	stored?	you use?	Processing purpose	processing data	Minimum Retention period
•		Name, signature,							
		beneficiary details							
		including name, bank	Employees,						
		account infromation and	contractors, any		Parish Council Sharepoint /				
Finance	Authorisation documehnts	amount paid.	other beneficiaries	Clerk	filing cabinet	Two factor authentication	Legal requirement	Legal obligation	7 years
indirec .	Addionation documents	amount paid.	other beneficiaries	CICIK	ming capmet	1 WO Idetor datheritication	Legarrequirement	Legar obligation	7 years
	Various grant applications / log of grant	Name,email	Resident / village						
				Claul. (Carra all	Basish Cassasil Changes sint	T forth and and and		Dublic Acel	F
Parish Council Grants	requests	address,address,telephone	organisation	Clerk/Council	Parish Council Sharepoint	Two factor authentication	Management	Public task	5 years
						L			Until there is no longer an
Finance	Salaries	Salary information for staff	Employees	Clerk	Parish Council Sharepoint	Two factor authentication	Contract	Contract	administrative requirement
									Until there is no longer an
	Change of account signatories	Names of councillors	Councillors	Clerk / Council's bank	Parish Council Sharepoint	Two factor authentication	Consent\ contract	Contract	administrative requirement
Minutes									
			Councillors /		Parish Council Sharepoint, filing				
Minutes	All council and committee minutes	Names	community members	Council members, website	cabinet, publicly available	N/A publicly available	Legal requirement	Public task	Indefinite
			Representatives from						
			other local						Until there is no longer an
Minutes	Names of attendees	Name	authorities	Office staff / Council	Parish Council Sharepoint	Two factor authentication	Management	Publi task	administrative requirement
Employment information				,	·				·
,		Name,address /							
		employment information/			Parish Council OneDrive /				
Employment contracts	Redacted contract	salary	Employee	Employee / Clerk	locked storage	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
Employment information /	Nedacted_contract	Salaiy	Lilipioyee	Linployee / Clerk	locked storage	TWO factor additentication	Contractual	Contractual	Term of employment 1 o years
				5 1 /01 1					
personal identification	Redacted_employee info form	Name,address	Employee	Employee /Clerk	Onedrive / locked storage	Two factor authentication	Contractual	Contractual	Term of employment + 6 years
		Name, address, National							
Payroll	Payslips for all members of staff	Insurance number	Employee	Employee/HMRC	Onedrive / locked storage	Two factor authetication	Legal obligation	Legal obligation	Last financial year + 3 years
		Name,address, National							
Payroll	Monthly Pay records	Insurance number	Employee	Clerk / HMRC	Onedrive / locked storage	Two factor authetication	Legal obligation	Legal obligation	Last financial year + 3 years
Pension documents	Pension enrollment records / monthly returns	Name, address, salary	Employee	Clerk / Pension provider	Onedrive / locked	Two factor authentication	Legal obligation	Legal obligation	Term of employment + 6 years
		Name, address, National							
		Insurance number, salary							
HMRC records	P60, P45, other submissions	information	Employee	Clerk /HMRC / employee	Onedrive / locked	Two factor authentication	Legal obligation	Legal obligation	Last financial year + 3 years
			Councillor /	,,					Until there is no longer an
Fraining records	Training Record	Name	employee	Clerk/ Council	Parish Council Sharepoint	Two factor authentication	Management	Contractual	administrative requirement
Contact information and cons		- Tunic	cinpioyee	Cicity Courter	r arisir ecarion siturepoint	Two races durininication	Management	Contractadi	danimistrative requirement
Contact infromation for	Sent forms								
		Names addresses amail	Mombors of public					Consont /	
village organisations and	All decuments in the fall	Names, addresses, amail	Members of public\	Office stoff	Parish Council Street	Two factor outh	Managamant	Consent /	Until concept is with down
representatives	All documents in the folder	address	village organisations	Office staff	Parish Council Sharepoint	Two factor authentication	Management	contractual	Until consent is withdrawn
			Representatives from						l., .,,
			other local						Until there is no longer an
Contact list	Cliff Cluster contact list	Name, email address	authorities	Office staff	Parish Council Sharepoint	Two factor authentication	Management	Consent	administrative requirement
		Names, email address,	Councillors,						Until there is no longer an
Contact lists	Council members and committees	committee membership	community members	Office staff	Email account	Two factor authentication	Management	Consent	administrative requirement
		Name,address,email		Clerk/ accessible to other					
		address/health issues (if		volunteers in an	Parish Council Sharepoint /	Two factor authentication /			
Contact details	Volunteer contacts	disclosed)	Volunteer	emergency	locked filing cabinet	locked storage	Health and Safety	Legal obligation	Term of volunteering
oomact actums	Totalice Contacts	a.sciosca)	1. Sidifficer	ccracincy	nooned ming capmet	nooned storage		Legal obligation	1.c.m or volunteering

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Information type	Document name	Type of data held	individual	Where does the data go?	stored?	you use?	Processing purpose	processing data	Minimum Retention period
Contact details	Volunteer contact list	Name, email address	Volunteer	Office staff	Parish Council Sharepoint	Two factor authentication	Health and Safety	Legal obligation	Term of volunteering
			Councillors / district						
	Councillor names / contact details for		and county						
Noticeboard publication	county/district councillors	Names /addresses	councillors	Publicly available	Parish Council Sharepoint	N/A publicly available	Management	Public task	Term of office
		Name, email address,							Until there is no longer an
Consent forms	All documents in the folder	signature	Councillor	Clerk	Parish Council Sharepoint	Two factor authentication	Management	Consent	administrative requirement
Declaration of acceptance of	ıf								
office	All documents in the folder	Name, signature	Councillor	Clerk	Parish Council Sharepoint	Two factor authentication	Legal requirement	Legal obligation	Term of office
		Name, signatures,		Clerk / NKDC monitoring					
Declaration of interests	All documents in the folder	employer, home address	Councillor	officer	Parish Council Sharepoint	Two factor authentication	Legal requirement	Legal obligation	Term of office
Meeting attendance					Parish council Sharepoint /				
information	Councillor attendance	Name, attendance dates	Councillor	Council, website	website	N/A publicly available	Management	Public task	N/A published in annual reports

Council Contact details - Data Controller
Contact name: Stacey Knowles, Clerk to Council
Contact phone number: 07899 888530
Contact email: clerk@bracebridge-heath.co.uk

Data Protection Officer	
Authority not required to have a DPO.	